**Database for Public Management Assistants in Southern Province**

1. Full Name :…………………………………………………………………………………………….
2. Name with initials :…………………………………………………………………………………………….
3. N.I.C. No :…………………………………………………………………………………………….
4. Address :…………………………………………………………………………………………….
5. Institution :…………………………………………………………………………………………….
6. Date of Birth :………………………………………
7. Telephone
8. Personal :………………………………………
9. Official :………………………………………
10. Date of First Appointment :…………………………………… Designation :……………………….
11. Date of Duty Assumed :……………………………………
12. Absorption to the Service minute (2004.01.01) : Yes

No

If yes, Date of Absorption :………………………………..

1. Absorption to the Service minute (2013.04.02) : Yes

No

If yes, Date of Absorption :………………………………..

1. Date of Completion of Efficiency bar Examination Grade III :………………………………..
2. Service Confirmation : Yes

No

If Yes, Date of confirmed :……………………………….. Letter No & Date:………………………………..

1. Date of Completion of Second Language Proficiency:………………………………..
2. Date of Grade II Promotion :……………………………….. Letter No & Date:………………………………..
3. Date of Completion of Efficiency bar Examination Grade II :………………………………..
4. Date of Grade I Promotion :……………………………….. Letter No & Date:………………………………..
5. Date of Completion of Efficiency bar Examination Grade I :………………………………..
6. Date of Promotion to Special Grade :………………………… Letter No & Date:………………………………..
7. If the first appointment is out of Southern Province, Date of Absorption to Public Service Of Southern Province :………………………………..
8. If Disciplinary actions has taken

Details: Letter No: :……………………………….. Date: :………………………………..

1. If transferred, to new Service Station:

Date of transfer :………………………………..

Letter No: :……………………………….. Date: :………………………………..

1. Date of retirement :………………………………..
2. Letter No: :……………………………….. Date: :………………………………..